

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Planning and Building	(2) MEETING DATE 10/25/2016	(3) CONTACT/PHONE Ramona Hedges, Supervising Administrative Clerk II (805) 781-5612	
(4) SUBJECT Request to authorize the Planning and Building Department to destroy paper files that have been scanned into an electronic system consistent with the Government Code regarding records retention. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board authorize destruction of paper files that have been scanned into an electronic system in accordance with Government Code Section 26205.			
(6) FUNDING SOURCE(S) Planning/Building Budget	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT { X } Consent { } Presentation { } Hearing (Time Est. ____) { } Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS { } Resolutions { } Contracts { } Ordinances { X } N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: { } 4/5 Vote Required { X } N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY { X } N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Lisa M. Howe			
(18) SUPERVISOR DISTRICT(S) All Districts.			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Planning and Building / Ramona Hedges, Supervising Administrative Clerk II

VIA: Ellen Carroll, Environmental Coordinator / Planning Manager

DATE: October 25, 2016

SUBJECT: Request to authorize the Planning and Building Department to destroy paper files that have been scanned into an electronic system in accordance with the Government Code regarding records retention. All Districts.

RECOMMENDATION

It is recommended that the Board authorize destruction of paper files that have been scanned into an electronic system in accordance with Government Code Section 26205.

DISCUSSION

Government Code Section 26205 allows the Board of Supervisors to authorize the destruction of any record, paper, or document that is not expressly required by law to be filed and preserved if all of the following conditions are complied with:

- “(a) The record, paper, or document is photographed, micro photographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, or reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document and is produced in compliance with Section 12168.7 for recording of permanent records or nonpermanent records.
- (b) The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one that accurately reproduces the original thereof in all details and which does not permit additions, deletions, or changes to the original document images.
- (c) The photographs, microphotographs, electronically recorded video images on magnetic surfaces, records in the electronic data processing system, records recorded on optical disk, or other reproductions on film or any other medium are placed in conveniently accessible files and provision is made for preserving, examining, and using the files.”

The files listed in Attachment 1 have all been scanned into an electronic system maintained by the Department of Planning and Building that does not permit additions, deletions, or changes to the original document images. This system complies with Government Code section 12168.7 and is conveniently available to personnel of the Department. The system also allows the Department to efficiently provide records to the public for examination upon request.

OTHER AGENCY INVOLVEMENT/IMPACT

County Counsel has reviewed this request.

FINANCIAL CONSIDERATIONS

None.

RESULTS

Approval of this item will allow destruction of paper files that have been scanned into an electronic system maintained by the Department of Planning and Building that does not permit additions, deletions, or changes to the original document images. This will eliminate the need for space to store paper documents which have been scanned and will allow the Department to efficiently provide records to the public for examination upon request. This is consistent with the countywide goal of promoting well-governed communities.

ATTACHMENTS

1. Attachment A – List of paper files to be destroyed